



The Easy SwitchKit from Hingham Institution for Savings

At Hingham Savings, we realize that moving your account can be complicated. That's why we stay with you every step of the way until you are completely settled. We will make switching banks easy for you. Our Easy SwitchKit includes all the forms you will need to get started. You can fax, mail or bring them into any Hingham Institution for Savings branch. Then just stop in with your ID to officially open your new account. We will stay with you throughout your bank move, helping you through any additional paperwork requirements or questions as your new account is established with us.

Here are some things you will need to know:

- Our Name Hingham Institution for Savings
- Our Address 55 Main Street, Hingham, MA 02043
- Our Routing Number 211370370
- Our Telephone Number 781-749-2200

If you have Direct Deposit of your Social Security payment:

- Call them at 1-800-772-1213 and they will take your information over the telephone, **or**
- We can place the call for you from our office. They will need to speak with you directly to make sure of your instructions.

Please note: It can take up to three weeks for the change to be made, so you should time your request for just after you receive your payment.

If you have Direct Deposit of your paycheck:

- Complete the Direct Deposit form in our Easy SwitchKit and send it to the Human Resource Department where you work.
- They may ask you to complete another form on their "official" company form but at least you will have all the information you will need.
- You may have to supply the old information as well.

If you have Direct Deposit of any other kind of payment:

- Complete the form in this Easy SwitchKit and send it to the place you receive the payment from
- They may ask you to complete another form on their "official" form but at least you will have all the information you will need.
- You may have to supply the old information as well.

Hingham Institution for Savings 781.749.2200

Easy SwitchKit

Account Relationships

Present Banking Relationship

I have the following accounts at my present bank:

Checking Accounts

ACCOUNT NUMBER ACCOUNT NAME, TYPE OR FEATURES APPROXIMATE BALANCE

Money Market Accounts

ACCOUNT NUMBER ACCOUNT NAME, TYPE OR FEATURES APPROXIMATE BALANCE

Savings Accounts

ACCOUNT NUMBER ACCOUNT NAME, TYPE OR FEATURES APPROXIMATE BALANCE

Certificates of Deposit

ACCOUNT NUMBER ACCOUNT NAME, TYPE OR FEATURES APPROXIMATE BALANCE

Hingham Institution for Savings 781.749.2200

Easy SwitchKit

Request to Close Accounts at Previous Bank

To: _____
(NAME OF FINANCIAL INSTITUTION)

From: _____
(NAME OF ACCOUNT HOLDER)

(STREET ADDRESS, CITY STATE ZIP CODE)

Date: _____
(TODAY'S DATE)

Re: Account closing and transfer of funds

ACCOUNT NUMBER TYPE OF ACCOUNT ACCOUNT TITLE

ACCOUNT NUMBER TYPE OF ACCOUNT ACCOUNT TITLE

Effective immediately, please close the above account(s). The balance in my account(s) should be aggregated and then wire transferred or mailed, in the form of a Bank check, to:

Name of Bank: Hingham Institution for Savings

Address: 55 Main Street

Routing Number: 211370370

Branch Name: _____

Account Number: _____
(NEW ACCOUNT NUMBER)

For the Benefit Of: _____
(ACCOUNT TITLE)

Thank you for your assistance in making this change.

Sincerely,

(CUSTOMER'S SIGNATURE) (DAYTIME PHONE NUMBER)

Hingham Institution for Savings 781.749.2200

Easy SwitchKit

Direct Deposit

To: _____
(NAME OF COMPANY)

From: _____
(YOUR NAME)

Date: _____
(TODAY'S DATE)

Re: Transfer of Direct Deposit

Effective immediately, please transfer my direct deposit to my new account at:

Name of Bank: Hingham Institution for Savings

Address: 55 Main Street, Hingham, MA 02043

Routing Number: 211370370

Account Number: _____
(NEW ACCOUNT NUMBER)

Thank you for your assistance in making this change.

Sincerely,

(SIGNATURE)

(PRINT YOUR NAME HERE)

(PRINT YOUR ADDRESS HERE)

(DAYTIME TELEPHONE NUMBER)

Hingham Institution for Savings 781.749.2200

Easy SwitchKit

Account Automatic Debits and Credits

I have the following direct deposits to the accounts at my present bank:

COMPANY SENDING THE DEPOSIT ACCOUNT NUMBER CONTACT NAME & PHONE DATE OF CREDIT

I have the following automatic withdrawals from the accounts at my present bank:

COMPANY RECEIVING PYMT ACCOUNT NUMBER CONTACT NAME & PHONE AMOUNT & DATE OF DEBIT

Easy SwitchKit

Automatic (Debit) Payment

To: _____
(NAME OF COMPANY)

From: _____
(YOUR NAME)

Date: _____
(TODAY'S DATE)

Re: Transfer of Automatic Payment

Effective immediately, please transfer my automatic (debit) payment to my new account at:

Name of Bank: Hingham Institution for Savings

Address: 55 Main Street, Hingham, MA 02043

Routing Number: 211370370

Account Number: _____
(NEW ACCOUNT NUMBER)

Thank you for your assistance in making this change.

Sincerely,

(SIGNATURE)

(PRINT YOUR NAME HERE)

(PRINT YOUR ADDRESS HERE)

(DAYTIME TELEPHONE NUMBER)

Hingham Institution for Savings 781.749.2200